

## PROGRAM REQUIREMENTS CALENDAR

To insure program compliance, please distribute a copy of this calendar to each of the staff responsible for completing the following tasks related to the National School Lunch Program (NSLP) and School Breakfast Program (SBP) operations. All required records must be retained at the School Food Authority (SFA) for 3 prior school years, plus the current year of operation for audit compliance. If there is an open audit/investigation, retain longer.

INFORMATION	DUE DATE	SEND/FILE
<b>SECURITY ACCESS FORM</b> Need for: Year End Report, Child Nutrition Application Program (CNAP), Meal Reimbursement Claim, Local Educational Agency Reporting System (LEARS) – Verification Summary Report	Whenever any change for designated individuals with Level 3 access rights (Refer to Food Service Administrative Policy #7, SY 2005-06).	Fax to: Ruby Zavala at 517-373-4022.
<b>CONTRACT RENEWAL</b> Food Service Management Company	June 30 (each school year).	Mail letter to notify the Michigan Department of Education (MDE) of contract renewal.
<b>DIRECT CERTIFICATION REPORT</b>	Available in August.	File at SFA.
<b>ELIGIBILITY APPLICATIONS</b> Free and Reduced Price School Meals/Free Milk	Distribute at beginning of each school year, but <i>not</i> before July 1. Process completed applications within 10 school days after receipt.	File at SFA.
<b>YEAR END REPORT</b> School Meals Program Form SM-4012-A/R	July 31 (for prior school year).	Submit to MDE via the Michigan Education Information System (MEIS).
<b>APPLICATION RENEWAL</b> CNAP	4th Friday in August.	Submit to MDE via MEIS. Update during year as needed.
<b>ON-SITE REVIEW</b> Afterschool Snack Program (2 reviews required each school year)	1 <sup>st</sup> review – Within first 4 weeks of Afterschool Snack Program Operation. 2 <sup>nd</sup> review - Completed after January.	File completed forms at SFA.
<b>VERIFICATION SUMMARY REPORT</b> LEARS	Verification starts October 1 based on number of approved applications. Verification Summary Report MUST be completed by November 15.	Complete paper copy and file copy at SFA. Submit data to MDE via LEARS annually online before March 1.
<b>COMMODITIES</b> Sign up for Consortium (MEGS)	November 30 (each school year).	File at SFA.
<b>ON-SITE REVIEW</b> NSLP/SBP	Complete monitoring visit and forms for all sites by February 1 annually.	File completed forms at SFA (if required).
<b>DAILY PARTICIPATION RECORD/EDIT CHECK</b>	Daily/prior to submitting monthly claims.	File at SFA with monthly claim materials.
<b>MENU PRODUCTION RECORDS</b>	Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications).	File at SFA.
<b>MEAL REIMBURSEMENT CLAIM</b> Claim Form SM-4012-SL	By 10 <sup>th</sup> of month following claim month.	Submit to MDE via MEIS.
<b>APPLICATION/RENEWAL – SFSP</b>	May 1 (each school year).	Submit to MDE via MEIS.
<b>SFSP CLAIM FORM</b> SM-4012-SF	By 10 <sup>th</sup> of month following claim month.	Submit to MDE via MEIS.
<b>APPLICATION/RENEWAL – SCSM</b>	Application <i>must</i> be approved 2 weeks prior to start of camp.	Submit to MDE via MEIS.
<b>SCSM CLAIM FORM</b> SM-4012-SC	By 10 <sup>th</sup> of month following claim month.	Submit to MDE via MEIS.

School Nutrition Training and Programs applications, forms, and reports are submitted to MDE via MEIS and are located at: <http://michigan.gov/meis>.